



320 SOUTH OAK STREET  
SAUK CENTRE, MN 56378  
PH: (320) 352-2203 FAX: (320) 352-0121

**LAND USE REQUEST APPLICATION**

*Please Type or Print Neatly. Attach additional sheets if necessary.*

**APPLICANT NAME(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS(ES):**

**PHONE NUMBER(S):** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**PROPERTY OWNER NAME(S) (if different from Applicant):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**PLEASE ATTACH ANY ADDITIONAL NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ANY OTHER PERSONS, FIRM AND CORPORATION HOLDING INTERESTS IN SAID LAND.**

I/We, the undersigned, hereby make the following application to the Planning Commission and City Council of the City of Sauk Centre, Stearns County, Minnesota. (Applicants have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements):

**A. Application is hereby made for: (Applicant must check any/all appropriate items)**

- \_\_\_\_\_ Variance (*complete pages 1, 2 & 3*)
- \_\_\_\_\_ Conditional Use Permit (*complete pages 1, 2 & 4*)
- \_\_\_\_\_ Zoning Amendment/Rezoning (*complete pages 1 & 2*)
- \_\_\_\_\_ Lot Split or Consolidation
- \_\_\_\_\_ Other \_\_\_\_\_

**B. Parcel Identification Number(s) of Property:** \_\_\_\_\_

**C. Legal Description of Property: (Please Attach Metes & Bounds Description)**

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**D. Required information:**

1. Location/Site Address of Subject Property: \_\_\_\_\_
2. Gross Area of Land: \_\_\_\_\_
3. Current Zoning Classification(s): \_\_\_\_\_
4. Desired Zoning Classification(s): \_\_\_\_\_

Describe CLEARLY the reason for the rezoning (attach additional pages as needed):

5. All or part of the following information (if applicable) is required with the application if checked:

\_\_\_\_\_ Site plan drawn to scale or Certificate of Survey showing:

- Legal description of the property and site address
- Lot dimensions
- North Point and Graphic Scale
- All adjacent streets, easements and alleys
- Footprint of ALL existing and proposed structures with ALL setbacks and dimensions noted
- Parking spaces, off-street loading spaces and sidewalks

\_\_\_\_\_ Utilities Checklist (To be completed and signed at the Public Utilities Office)

\_\_\_\_\_ Drainage Plans including elevation (as prepared by Licensed Surveyor) of all lot corners, the building pad, side front and rear yard lines, elevations at all low openings or all lookout/walkouts, first floor elevation and drainage arrows showing how the lot is to drain

\_\_\_\_\_ Lot Split and Consolidation requests require Certificate of Survey prepared by Licensed Surveyor and Special Assessment Search Certificate

\_\_\_\_\_ Other \_\_\_\_\_

I/we hereby certify that I/we have read and examined this application and know the same to be true and correct. I/we have identified all property boundaries, easements, flood zones and/or wetlands existing on the subject property on my site plan and/or survey and application. The undersigned further agrees that the City and its' administrative staff relied on the accurateness of this application, plans and specifications relative to this request and holds the city of Sauk Centre, and its' employees harmless from all liability arising from granting an approval.

\_\_\_\_\_  
**Applicant Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owners Signature(s)**

\_\_\_\_\_  
**Date**

The Planning Commission will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
**(Applicant or authorized agent must be present at the Planning Commission Meeting).**  
The City Council will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Variance Application Addendum** (attach additional pages as needed):

The request(s) which I/we desire for our property require a variance from the following section(s) of the Sauk Centre City Code:

Section \_\_\_\_\_ Section \_\_\_\_\_ Section \_\_\_\_\_

Proposed variance(s):

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What special conditions and circumstances exist which are particular to the land, structure or building(s) involved which do not apply to the land, structures or building(s) in the same zoning classification?

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Do any of the special conditions and circumstances result from your own actions (if the answer is yes, you may not qualify for a variance)? \_\_\_\_\_

What facts and considerations demonstrate that the literal interpretation of the zoning or subdivision code or other city code/plan would deprive you of rights commonly enjoyed by other properties in the same district under the terms of the zoning?

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State your reasons for believing that a strict enforcement of the provisions of city code would cause undue hardship. Undue hardship means that the property in question cannot be put to a reasonable use if used under the conditions allowed by city code. Economic considerations alone shall not constitute an undue hardship under the terms of city code as referenced in state statutes:

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Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated:

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**Conditional Use Permit Application Addendum** (attach additional pages as needed):

Describe the proposed use sought for the property:

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State your reasons why the conditional use if granted will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor impair property values in the immediate vicinity and is compatible with the existing neighborhood:

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State what measures have been or will be taken to provide sufficient off-street parking, adequate utilities, drainage, access roads and necessary facilities to serve the proposed use:

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State what measures have or will be taken to control offensive odor, fumes, dust, lights, signage, excess traffic, noise and vibration, so that none of these will become a nuisance or disturbance to neighboring properties:

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State your reasons why you believe a demonstrated need exists for the proposed use:

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Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated:

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